



WESTFIELD-WASHINGTON

ADVISORY PLAN COMMISSION COMPLIANCE REPORT

June 2, 2008

0806-DP-08

Exhibit 1

PETITION NUMBER:	0806-DP-08
SUBJECT SITE ADDRESS:	546 N. Union St.
PETITIONER:	William and Robbie Webster
REQUEST:	Development Plan Review and Site Plan Review of a beauty shop on approximately .25 acres in the SF-3 District.
CURRENT ZONING:	SF-3
CURRENT LAND USE:	Residential
APPROXIMATE ACREAGE:	.25 acres
ASSOCIATED PETITIONS:	0806-SIT-07 0708-VU-03
EXHIBITS:	1. Staff Report 2. Technical Advisory Committee Letters
STAFF REVIEWER:	Jennifer Miller

PETITION HISTORY

This property was granted a Variance of Use by the Board of Zoning Appeals on August 20, 2007. The following conditions were included in that decision:

- That two (2) off-street parking spaces per chair/station plus one (1) off-street parking space per employee during the largest shift be provided per the standards found in WC 16.04.120, 2;
- That any portion of an off-street parking lot that is not effectively screened by the existing structure, as determined by the Director, shall be screened per the landscaping standards found in WC 16.06.070, B1b; B1c; and B2;
- That any wall signage shall comply with the Home Occupation signage standards, as prescribed in WC 16.08.010, F2 and F3;
- That any monument signage shall comply with the following:
 - One (1) monument sign shall be permitted for the business;
 - The display area shall not exceed sixteen (16) square feet per face;
 - The monument sign, including any base and cap feature, shall not exceed four feet (4') in height from grade;
 - The monument sign shall not be internally lit;
- That awning and projecting signs are prohibited;
- That WC 16.08.010, J (Sign Area Bonus) shall not be available to this site;
- That the structure and any additional site improvements comply with all ADA accessibility requirements;
- That any parking lot lighting comply with all applicable standards found in WC 16.04.120, 2 (Off Street Parking) and WC 16.07.101 (Lighting Standards);
- That the trash collection conform to standard residential trash collection practices;
- That a six foot (6') wood privacy fence be installed along the southern property line; and,



- That this variance of use be rendered null and void when the owner of record at the time of approval (Mr. William Webster on August 20, 2007) ceases to own the subject property or operate a cosmetology business at the subject property.

The submitted development plan meets all applicable conditions related to DPR at this time.

PROCEDURAL

- The June 2, 2008 Workshop Meeting represents the first appearance of the Development Plan and Site Plan for the beauty shop.
- Notification of the June 2, 2008 Workshop Meeting was provided to abutting property owners in accordance with the Rules of Procedure on May 19, 2008. Notice of the June 2, 2008 Workshop Meeting was posted to the City web site and at City Hall.
- Petitions for Development Plan Review and Site Plans are not approved at Workshop Meetings. The purpose of the Workshop Meeting is to allow Advisory Plan Commission members and the public to become familiar with pending petitions, identify issues, and inquire as to potential modifications prior to the full Advisory Plan Commission public hearing.

STANDARDS

1. Zoning District Standards

The beauty shop proposed on this site is permitted by Use Variance 0708-VU-03 with conditions (outlined above under Petition History). All minimum standards for lot area, lot frontage, setbacks, ground level square footage, and height. The development plan does not show changes to the exterior of the structure except for an Americans with Disabilities Act (ADA) required ramp for access. Parking requirements set as a condition of the variance will permit only four (4) chairs/stations in the business.

2. Overlay District Standards

This property is not located within an overlay district.

3. Subdivision Control Ordinance

This property will not be subdivided.

4. Development Plan Ordinance

Site Access and Circulation: The entrance to the site and internal traffic circulation are compatible with the surrounding area. The traffic pattern provides for the safe and efficient movement of pedestrian and vehicular traffic onsite as well as to and from the site.

Landscaping: Installation details must be provided on plan sheet. Tree preservation was not indicated on the submitted plans. If the petitioner is interested in preserving trees in exchange for credits from landscaping requirements, a table must be provided listing each preserved tree and its caliper measurement, measured twelve (12) inches above grade. Preserved trees must



also be identified on the Landscaping Plan. Heating and Cooling facilities have not been identified on the plan. These types of facilities must be screened and the material used to screen them identified. No onsite above ground detention/retention has been identified. If it is determined to be necessary due to the installation of the parking lot, it must be landscaped in a manner reflective of naturally occurring ponds.

Onsite Standards:

Road Frontage and Perimeter Parking Lot trees shall count toward the on-site totals. Additionally, should the petitioner decide to preserve trees, the preserved trees may be counted toward onsite requirements.

	<u>Required</u>	<u>Shown</u>	<u>Preservation Credit*</u>	<u>+ / -</u>
Shade Trees (10 per acre)	2	7.5	0	+5.5
Ornamental or Evergreen Trees (10 per acre)	2	0	1	-1
Shrubs (25 per acre)	3	0	0	-3

**Should the petitioner decide to inventory and preserve trees on-site, preservation credits could be provided.*

Road Frontage Standards:

The terms of the Landscaping Ordinance also require Road Frontage trees where the subject site or area of impact abuts the right-of-way line of Hoover and Union Streets. Road Frontage trees must be planted outside of the road right-of-way and any utility easements, and may be clustered to attain a creative site design.

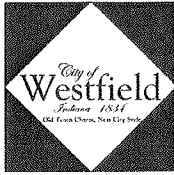
Trees	<u>Distance</u>	<u>Required</u>	<u>Shown</u>	<u>+ / -</u>
Hoover	75'	2	1	-1
Union	62'	2	1.5	-.5

Buffer Yard Standards:

The buffer yard standard within the landscape ordinance does not apply as all the adjacent properties and the site are zoned SF-3.

Parking Lot Islands:

A portion of vehicular use areas shall be maintained as landscaped area. The amount of required landscape area for this parking lot is 120 square feet. The area standard has been met. Parking lot islands are required to be curbed and six (6) inches above grade. The submitted plans do not indicate if the parking lot islands will be curbed. A note must be included on the plans indicating that the parking island will be curbed and the island itself will be six (6) inches above the parking lot grade. Parking lot islands must have one (1) tree and four (4) shrubs. The planting requirements have also not been met. See table below.



	<u>Required</u>	<u>Shown</u>	<u>+ / -</u>
Trees	1	0	-1
Shrubs (25 per acre)	4	0	-4

Parking Lot Perimeter:

Perimeter parking is required for a parking lot of this size, and because of the location, within the side and rear yard setbacks. Perimeter landscaping areas must be five (5) feet wide. This is met on all sides of the parking lot except between the northern most parking space and the sidewalk. The parking lot is proposed to have thirteen (13) parking spaces. This is less than the fifteen (15) required to have five (5) chairs/stations in the business. Since only twelve (12) parking spaces are required for four (4) chairs/stations, removing this northern most space from the plan will not conflict with other zoning standards or variance conditions and will make the plan compliant with the perimeter parking standards. Trees planted for perimeter parking will count toward the on-site standards.

	<u>Required</u>	<u>Shown</u>	<u>+ / -</u>
Trees (1/30 linear feet)	8	5	-3
Shrubs (1/3 linear feet)	74	65	-9

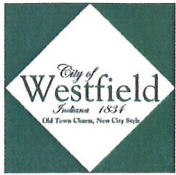
Lighting: Detail sheets showing the type of fixture being used, manufacturer, wattages and lumen outputs were not supplied. To accomplish a complete review of the Lighting Plan, detail must be provided. Lighting must be mounted in the top portion of the light so no light emitting surface is visible from a residential area or public right-of-way at ground level. Light meter readings must be provided on plans at ten (10) foot intervals or less and must not exceed .5 foot candles at any single family residential property line. Lighting that is not located on-site should be removed from the plan sheet. Any lighting that exists on site that will be maintained once the business is open must be shown on the plans and details provided. Light meter readings must also be provided for said lights.

Building Orientation: There is no proposed demolition or addition to the existing building. No loading docks will be added and no loading spaces are required for this type of business.

Building Materials: There is no proposed demolition or addition to the existing building. In its present state, it is compatible with the residences on adjacent properties.

5. Comprehensive Plan Compliance

The property is located in the area identified by the Westfield-Washington Township Comprehensive Plan as Downtown Westfield. The Comprehensive Plan identifies a need to



revitalize Westfield's downtown and improve parking. The potential to convert existing residences along Union Street to business and office uses is listed as an opportunity to help revitalize the area (chapter 3, page 74).

Additionally, the proposed development plan includes off-street parking with parking for employees located behind the store front. These are specifically listed as development policies in the Comprehensive Plan (chapter 3, page 74).

Union Street has been identified as a secondary arterial in the Westfield Thoroughfare Plan. Characteristics of a secondary arterial include 120 feet of right-of-way, multi-use paths and moderate landscaping. The 120 feet of right-of-way will eliminate most front yards and some structures along this section of Union Street. This is in conflict with the Comprehensive Plan which calls for the preservation of the structures along this corridor.

6. Street and Highway Access

Access to the site will be via the existing double drive from Hoover Street. This drive is already located toward the rear of the property and is positioned to safely accommodate parking and access to the site.

7. Street and Highway Capacity

The adjacent streets, Union and Hoover, presently accommodate traffic for the Westfield-Washington School complex located between Union and US 31 along Hoover. It is not anticipated that a salon with 4-5 stations/chairs will impact Street and Highway Capacity in this area significantly.

8. Utility Capacity

See Technical Advisory Committee Letters.

9. Traffic Circulation Compatibility

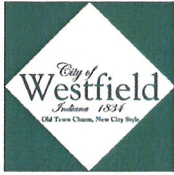
The entrance to the site and internal traffic circulation are compatible with the surrounding area. The traffic pattern provides for the safe and efficient movement of pedestrian and vehicular traffic onsite as well as to and from the site.

PUBLIC POLICIES

Comprehensive Plan-Feb 2007

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Thoroughfare Plan-Feb 2007

Union Street has been identified as a secondary arterial in the Westfield Thoroughfare Plan. Characteristics of a secondary arterial include 120 feet of right-of-way, multi-use paths and moderate landscaping. The 120 feet of right-of-way will eliminate most front yards and some structures along this section of Union Street. This is in conflict with the Comprehensive Plan which calls for the preservation of the structures along this corridor.

Parks & Recreation Master Plan-Dec 2007

The 2008-2012 Parks and Recreation Master Plan, adopted in December of 2007, does not include policy regarding downtown development and parks development.

Water & Sewer System

See Technical Advisory Committee letter from Westfield Public Works addressing standards and regulations.

Annexation

This property is located within the corporate limits of the City of Westfield.

INDIANA CODE

IC 36-7-4-603 states that reasonable regard shall be paid to:

1. The Comprehensive Plan.

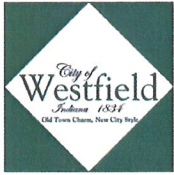
The Land Use Concept Map of the Amended Westfield-Washington Township 2020 Plan identifies the subject site as located in the "Downtown" area (pg. 23). The Comprehensive Plan states that downtown development along Union Street has "high potential for converting existing residences to business and office uses" (pg 74). It further states that adequate public parking should be provided and employee parking should be located behind storefronts (pg 74). The proposed plan accomplishes the parking concerns specific to this business.

2. Current conditions and the character of current structures and uses.

The property is currently improved with a residence that will be converted to a salon use without changes to the exterior of the structure. Parking will be added to the rear yard and will be screened from adjacent properties with a combination of landscaping and fencing. A sign will also be added and is limited to sixteen (16) square feet per face. Neighboring properties are improved with single-family residential structures.

3. The most desirable use for which the land is adapted.

The property is currently vacant with many overgrown plantings. Given the community's stated desire to see residential-business conversions in this area, the proposed changes and



improved maintenance would improve the overall appearance of the property. The business would also be a compliment to other downtown businesses: restaurants, gift shops, florist, art gallery, and etcetera.

4. The conservation of property values throughout the jurisdiction.

This proposed change is expected to have neutral or positive impacts on property values within the vicinity and jurisdiction.

5. Responsible growth and development.

The subject property is within the corporate limits of Westfield. It is contiguous to other development to the north and south, and further development of the subject site would be consistent with the principle of contiguous growth. City services such as water, sewer, and emergency services already exist on the subject property.

APPLICABLE COMMITMENTS

Please see Petition History. A list of use variance conditions may be found there.

RECOMMENDATIONS

At this time, the submittal does not meet the standards set by the Westfield-Washington Township Zoning Ordinance. Concerns regarding site drainage have also been raised by the Westfield Public Works Department. Staff offers no recommendation.

JMM

Jennifer Miller

From: Larry Beard [ldb@co.hamilton.in.us]
Sent: Friday, May 23, 2008 4:30 PM
To: Jennifer Miller
Subject: Will Webster - Salon

Jennifer,

I received a call from Mr. Webster regarding a salon. I didn't think that it was on a septic system or well. It wouldn't need our review if it isn't.

Thanks,

Larry Beard
Health Department

Jennifer Miller

From: Garry Harling
Sent: Friday, May 23, 2008 4:04 PM
To: Jennifer Miller
Subject: Twisted Sister

Jennifer,

The plans submitted to my office I have no objections. I will need a complete set of plans for the interior and they will need to schedule final walk through with me prior to opening.

Garry Harling, Division Chief / Fire Marshal
Westfield Fire Department

5/23/2008

Jennifer Miller

From: Miller, Rich A. [RMiller@cgu.com]
Sent: Friday, May 23, 2008 2:39 PM
To: Jennifer Miller
Subject: 546 North Union Street, Westfield, IN 46074

Jennifer:

I have reviewed the drawings for 546 North Union Street and have found them to be adequate for our information. We currently have a gas service and meter at this location.

There was a question of lighting distance from the gas meter or valve. There is not a code that dictates a distance between lighting and the gas meter but 1' away would be adequate.

Rich Miller
Citizens Gas

Jennifer Miller

From: David Lucas [del@co.hamilton.in.us]
Sent: Friday, May 23, 2008 1:49 PM
To: Jennifer Miller
Cc: Al Salzman, AICP
Subject: Webster Salon

Jennifer,

The Webster Salon is outside of Highway jurisdiction. We have no comments concerning this project.

If you have any questions, feel free to contact me.

Sincerely,
David E. Lucas
HCHD Staff Engineer/Road

1700 South 10th Street
Noblesville, IN 46060

(317) 770-4474 - Direct Line
(317) 773-7770 - Office
(317) 776-9814 - Fax

e-mail: del@co.hamilton.in.us
website: www.co.hamilton.in.us

Jennifer Miller

From: Brian Zachery [Zacheryb@wws.k12.in.us]
Sent: Friday, May 23, 2008 10:29 AM
To: Jennifer Miller
Subject: Plans for Webster salon

Good morning,

I have reviewed the plans for the salon and this will have no impact on Westfield Washington Schools. I have no objections to it moving forward.

Thanks,
Brian

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Brian Zachery
Westfield Washington Schools Transportation Department Office #: 317-867-8041
Fax #: 317-867-1203
zacheryb@wws.k12.in.us
=====

Jennifer Miller

From: System Administrator
To: 'Stephen.J.Costlow@verizon.com'
Sent: Friday, May 23, 2008 11:27 AM
Subject: Undeliverable: 546 N Union Westfield

Your message did not reach some or all of the intended recipients.

Subject: 546 N Union Westfield
Sent: 5/23/2008 11:27 AM

The following recipient(s) could not be reached:

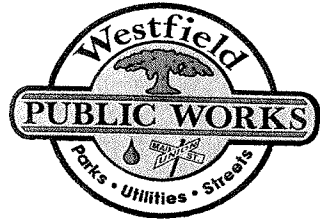
'Stephen.J.Costlow@verizon.com' on 5/23/2008 11:27 AM

The e-mail account does not exist at the organization this message was sent to. Check the e-mail address, or contact the recipient directly to find out the correct address.

<mail.westfield.in.gov #5.1.1 smtp;550 5.1.1 <Stephen.J.Costlow@verizon.com>... User unknown>

No issues w/ site
per SC phone conversation
w/ JMM
2:00pm 5/27

WESTFIELD PUBLIC WORKS



BOARD OF PUBLIC WORKS
J. ANDREW COOK, MAYOR
JOHN B. HART, BOARD MEMBER
MARK HEIRBRANDT, BOARD MEMBER

CHIEF ADMINISTRATIVE OFFICER
BRUCE A. HAUKE

DIRECTOR OF PUBLIC WORKS
KURT J. WANNINGER

May 19, 2008

Twisted Sisters Beauty Salon
Attn: William Webster
22857 West Road
Sheridan, IN 46069

RE: Twisted Sisters Beauty Salon Construction Plan Review

Dear Mr. Webster:

The Westfield Public Works Department has reviewed the proposed construction plans for the above project and offers the following comments:

General

1. I have attached the original plans with our comments. Please provide one (1) set of revised plans showing our comments and revisions **along with our original marked-up set**.
2. All details and specifications need to be updated. Please recognize that all infrastructures shall be installed in accordance with the Town of Westfield's Utility and Infrastructure Construction Standards which can be found at <http://www.westfield.in.gov/egov/apps/document/center.egov?path=browse&id=12>
3. Please provide an electronic file of this project and note our digital as-built requirements that are attached.
4. Please note additional comments may be warranted at a later date.

Storm Sewer

1. More information for the drainage is needed. Please see redlined notes on the plans.

Erosion Control

1. Please note that the erosion control plan must be executed before any construction commences. This note must be included on the plans "Additional measures may be required by WPWD Inspectors in the field".
2. Legend needs to show Coconut Fiber Mat inlet protection along with the detail.
3. Construction entrance and staging area needs to be shown on the plans.
4. Show the outlet erosion control measures for SSD on Southwest corner of lot and show detail.
5. Please explain what the 4" SSD is connecting to in the Southeast corner of the lot.
6. Use 4" Double-wall Smoothbore perforated pipe for the SSD.

Streets

1. Please provide a construction routing plan for construction vehicles that have a declared gross weight rating of 20,000 lbs. or more. A maintenance bond for this route must be provided in favor of the City of Westfield, determined by WPWD for the repair of any damage to perimeter roads within the City as a result of the construction project.

These review comments, submitted plans, and TAC meeting do not constitute approval for construction by the Westfield Public Works Department. You will be informed when the proposed construction plans are acceptable. At that time you will submit eight (8) sets of plans to be stamped as being accepted by WPWD. All construction plans must be stamped by this office before construction can commence. After plans have been approved, please call for a Pre Construction meeting.

I thank you in advance for your cooperation and efforts to move this development along successfully. If you should have any questions or concerns regarding my comments or the above information, please call me at the below listed number.

Sincerely,

Donna Luley
Plan Review Coordinator
Development/Construction
dluley@westfield.in.gov

Cc: Al Salzman, Westfield Planning Department
Garry Harling, Westfield Fire Department
Greg Hoyes, HCSO